

Instructor Handout for Creating a Meeting

1 WHAT IS MEETINGS?

Meetings (also called **BigBlueButton**) is an open source web conferencing tool available in Sakai courses that allows you to meet online with your students.

2 HOW DO YOU CREATE A MEETING?

Go to your Course Site. In Sakai, click on **More Sites**, click on your course site title.

Add the Meetings tool to your course Menu

1. Click on **Site Info**, click on **Edit Tools**. Click on the box beside **Meetings**.
2. Click **Continue**. Click **Finish**. On your course main menu, Meetings should display.

Create a new Meeting

1. On the course main menu, click **Meetings**.
2. Click on the **Create Meetings** button.

1. Meeting Information

1. **Title:** Type the meeting title that will be displayed to your students.
2. **Description:** You can add more information to the default welcome message. (Don't paste from Word or a web site, type the text; or errors can occur.)
3. **Recording:** Click on the check box if you want a **recording button available**. You'll be able to start and stop the recording as many times as you like-only one recording will be created.
4. **Wait for Moderator:** Check on the check box if you don't want your participants to join the meeting until you or another moderator arrives.

2. Participants: We recommend that you leave the default settings

1. **Add participant:** Allow "All site members", or all students, to attend the meeting.
2. **Participant list:**
 - a. **User:** *Instructor name and (userid)*: The Instructor is the Moderator or presenter.
 - b. **All site members:** All students in the class are Attendees or participants in the meeting.

The screenshot shows the 'Add participant' section with a dropdown menu set to 'All site members' (circled in red) and an 'Add' button. Below it, the 'Participant list' section shows two entries: 'User' (with a red 'X' icon) set to 'Moderator' and 'All site members' (with a red 'X' icon) set to 'Attendee'.

- 3. Availability:** *Optional:* If you want the Meeting to always be available, don't state the open or close date. Otherwise, no one can attend the meeting until the Open date.
- 4. Notification:** *Optional:* You can send an email to notify your students or participants of the meeting, after you click Save.

IMPORTANT!

- 5. Click on the Save button, to create your Meeting.**

3 WHAT IF YOU WANT TO SPECIFY WHO CAN ATTEND A MEETING?

In the Participants area:

- 1. Participant:** Click on the "All site members" drop down box. Click "User". Click **Add** beside the name of each student you want to join the meeting.
- 2. Participant list:**
 - a. User:** *If you are not going to attend, at least one student must be made the moderator or presenter.* Beside a student's name, click on the *Attendee* drop down box. Click *Moderator*, to make them the presenter at the meeting. You can select as many students as you like to be a Moderator or presenter.
 - b. To the left of "All site members", click on the red "X", to delete it,** so the meeting is only available to the students you selected.

- 3. Click on the Save button, to update or create your Meeting.**

Need more information? Review the handouts in the <http://bit.ly/SakaiMeetings> area.